

DEPARTMENT OF TRANSPORTATION TRANSPORTATION PLANNER

JX77-4768 1PBC1

OPEN-STATEWIDE



CALIFORNIA
STATE
GOVERNMENT

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.

LOCATION This examination is administered for positions statewide within the Department of Transportation by the State Personnel Board utilizing the Internet.

WHO SHOULD APPLY Candidates who meet the minimum qualifications as stated below may apply for and take this examination at any time. Once you have taken the examination, you may not reapply for six (6) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement

HOW TO APPLY The Application and the Training and Experience Evaluation will be available on a continuous basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information, and take the Training and Experience Evaluation on the Internet.

DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE TRANSPORTATION PLANNER, CALTRANS EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the Department of Transportation for this information. The State Personnel Board and the Department of Transportation do not maintain an up to date list of library locations. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA does have Internet terminals that are available for public use at no cost.

If you are not familiar with the internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to:

http://www.spb.ca.gov/employment/exam_start.htm

Follow the on-line instructions. Please note that the Internet system is not available on Tuesdays between 7:00 a.m. and 1:00p.m., Pacific Standard time, for processing and maintenance. **DO NOT** begin the application process on the Internet during this time as your record will NOT be processed. It takes approximately one hour to complete the Application and the Training and Experience Evaluation on the Internet. If you begin the examination before 7:00 a.m., be sure to allow sufficient time to complete the process.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-(800) 735-2929, for voice phones: 1-(800) 735-2292.

CALIFORNIA STATE PERSONNEL BOARD
801 CAPITOL MALL
SACRAMENTO, CA 95814
(916) 653-1502-TDD (916) 654-6336

SALARY RANGE

Range A: \$ 3106.00 - \$ 3425.00
Range B: \$ 3204.00 - \$ 3708.00
Range C: \$ 3841.00 - \$ 4670.00

**POSITION
DESCRIPTION**

This is the recruiting, developmental and first working level. Initially, under supervision, in a learner capacity, incumbents perform the less responsible and complex planning work in connection with State programs related to transportation planning.

As knowledge and skills are developed, the incumbent performs transportation planning work of average difficulty, and assists in conducting studies related to transportation planning.

**REQUIREMENTS FOR
ADMITTANCE TO
EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

**MINIMUM
QUALIFICATIONS****Either I**

A Bachelor's Degree in Transportation Planning, Urban Planning, City Planning or Regional Planning. (Registration as a Senior will admit applicants to the examination, but they must produce evidence of graduation before they are eligible for appointment.)

Or II

A Bachelor's Degree in a related field such as: Urban or Regional Studies, Public Policy, Public Administration, Environmental Policy or Studies, Geography, Sociology, Economics, or Civil Engineering.

AND

Twelve semester units (or equivalent quarter units) in any of the following subject areas: transportation planning, city, community, regional, rural or urban planning/studies, land use planning and development, or travel analysis and forecasting. (Registration as a Senior will admit applicants to the examination, but they must produce evidence of graduation before they can be considered eligible for appointment.)

Or III

Experience: One year of experience as a participant in Federal, State, regional, or local transportation planning activities.

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

Or IV

One year of experience performing duties comparable to a Management Services Technician, Range B, in a transportation planning activity, and 12 semester units (or equivalent quarter units) of college courses in any of the areas listed in Pattern II above and including the completion of a college course or in-service training course in effective writing or the equivalent.

**TRAINING AND
EXPERIENCE
EVALUATION**

The examination will consist of a Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE EVALUATION-WEIGHTED 100%**A. Knowledge of:**

1. The planning process and general practices of transportation planning.
 2. Research methods and techniques including conduction or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues.
 3. Effective public participation techniques.
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**TRAINING AND
EXPERIENCE
EVALUATION
(Continued)**

B. Ability to:

1. Gather, compile, analyze, and interpret data.
 2. Reason basically and creatively.
 3. Develop formal reports to present and display data.
 4. Use a variety of analytical techniques to propose solutions or provide information regarding transportation problems.
 5. Develop and evaluate alternatives
 6. Present ideas effectively orally and in writing.
 7. Work effectively with others as an interdisciplinary team member.
 8. Establish and maintain effective and cooperative working relationships with those contacted during the course of the work.
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**ELIGIBLE LIST
INFORMATION**

An open list will be established for the California Department of Transportation. The names of successful competitors will be merged on the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to re-establish eligibility.

**VETERANS'
PREFERENCE**

Veterans Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional 3) multi-departmental promotional, 4) service wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

Veterans Preference: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, PO Box 1559, Sacramento, CA 95807.